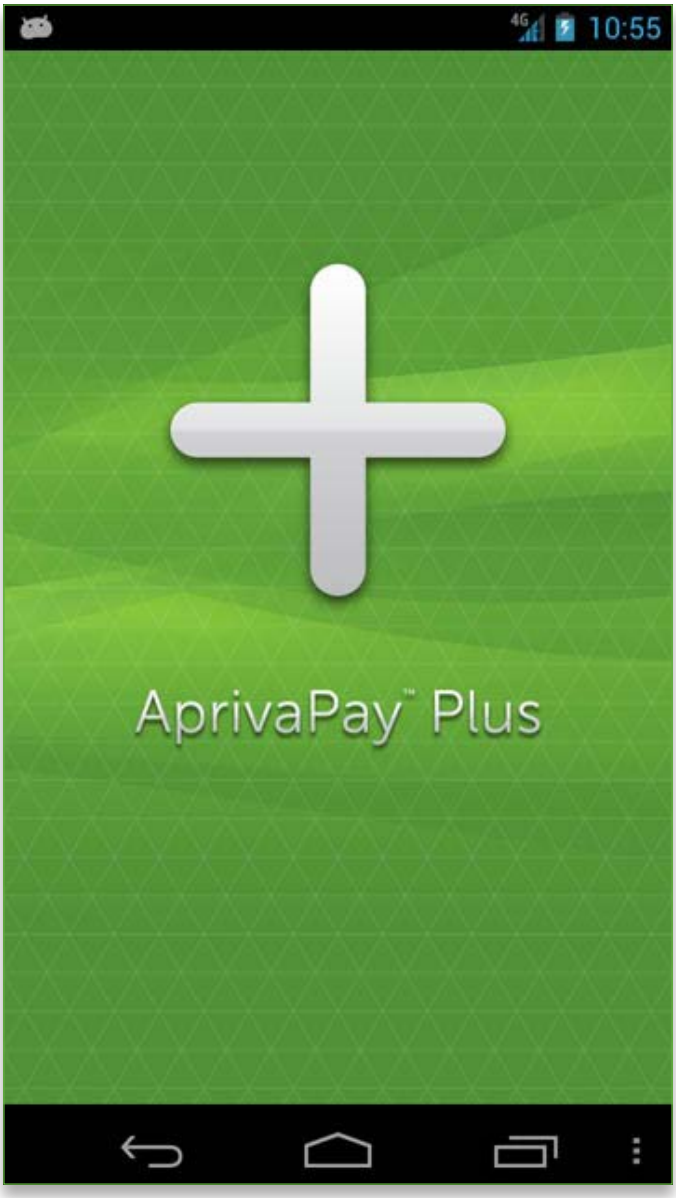

AprivaPay™ Plus

Version 2.5

User Guide for Android™

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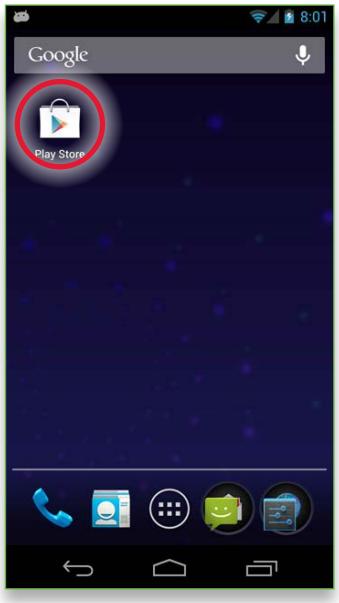
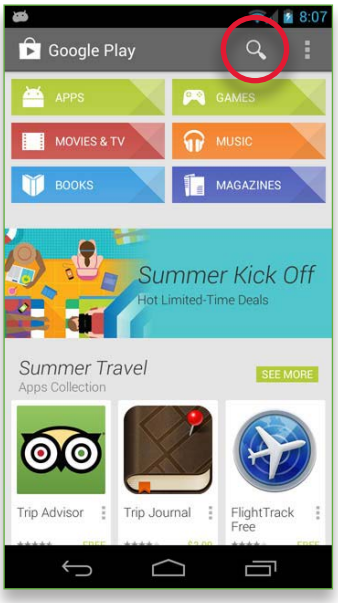
Download & Install

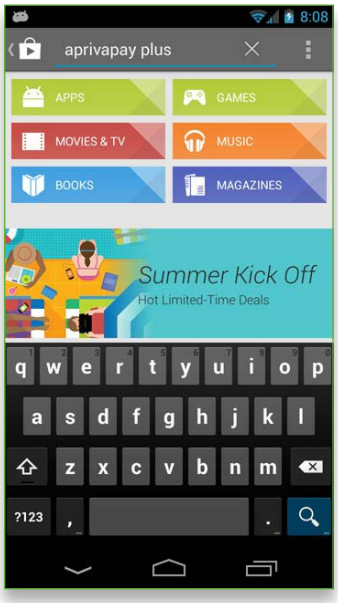
If you haven't downloaded the Mobile Pay app to your device you can do so by searching for *AprivaPay Plus* in Google Play™ store.



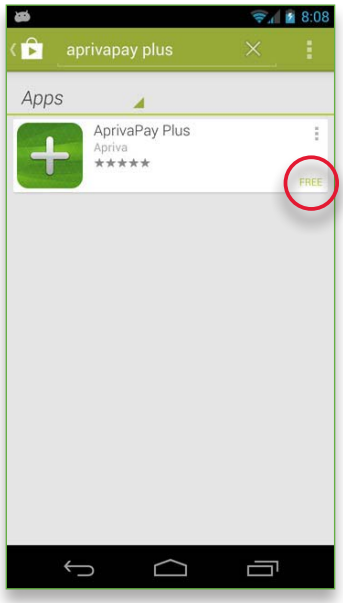
- Open Play Store on your device.



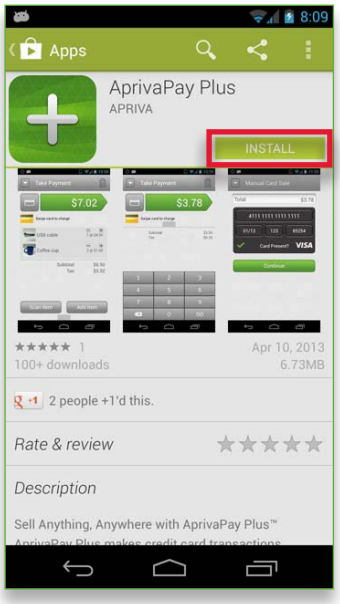
- Tap the search icon.



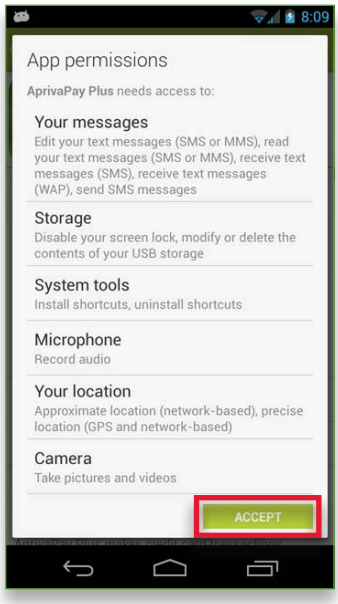
- Search for *AprivaPay Plus*.



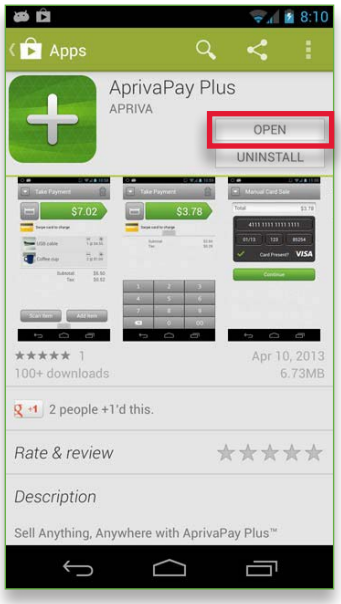
- Tap *Free*.



- Tap *Install*.


App permissions
AprivaPay Plus needs access to:
Your messages
Edit your text messages (SMS or MMS), read your text messages (SMS or MMS), receive text messages (WAP), send SMS messages
Storage
Disable your screen lock, modify or delete the contents of your USB storage
System tools
Install shortcuts, uninstall shortcuts
Microphone
Record audio
Your location
Approximate location (network-based), precise location (GPS and network-based)
Camera
Take pictures and videos
ACCEPT

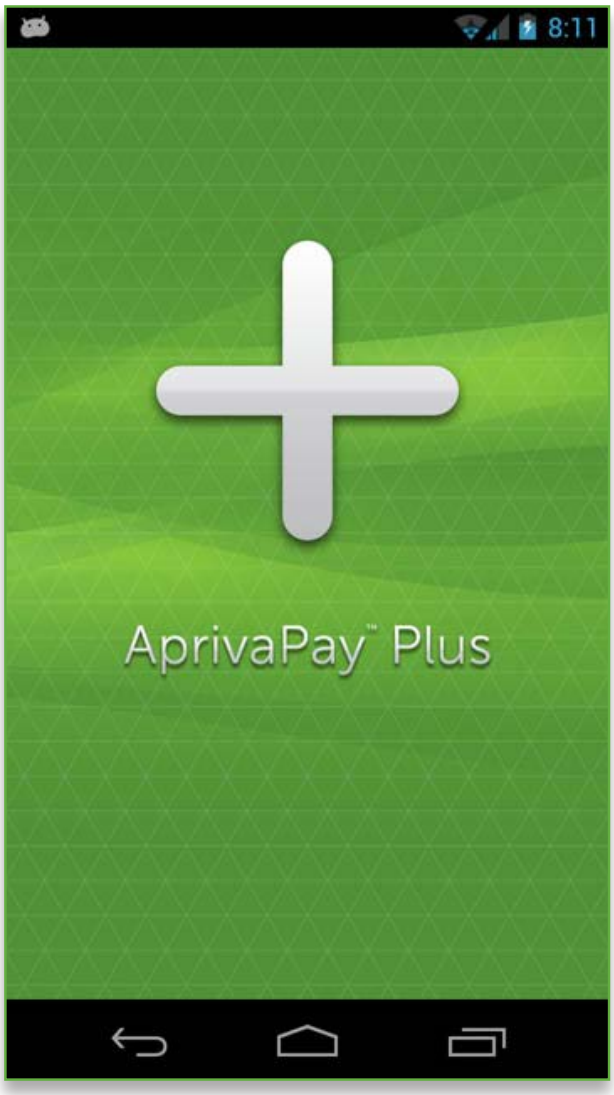
- Tap *Accept*.

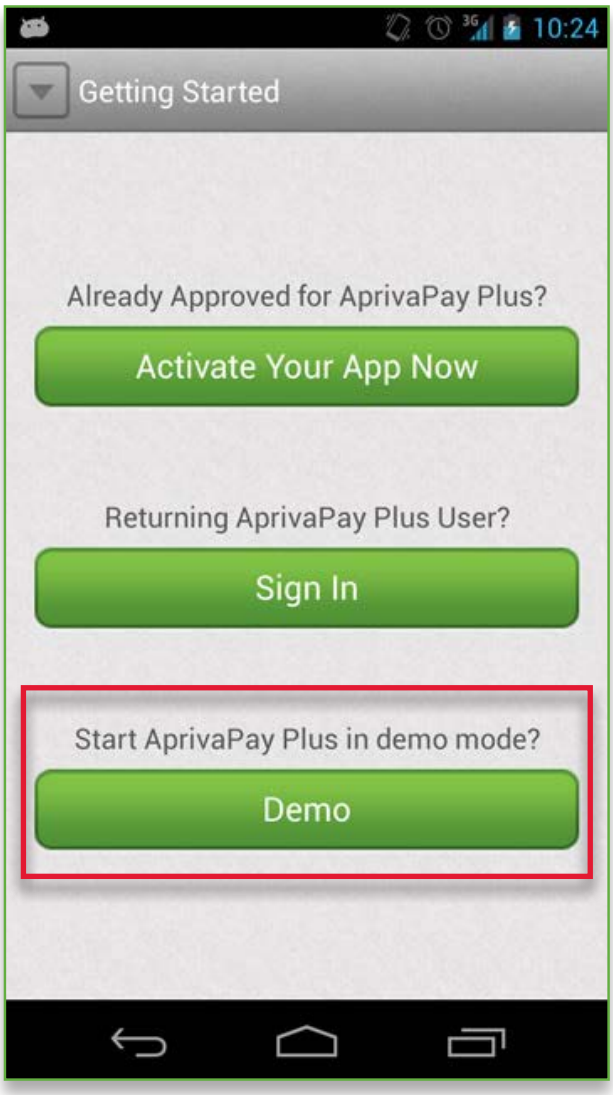


- After the app has been downloaded and installed, tap *OPEN*.

Demo Mode

Before activating your app, you can familiarize yourself with all AprivaPay Plus features using Demo Mode. Please note, this mode will no longer be available once you've activated your app.

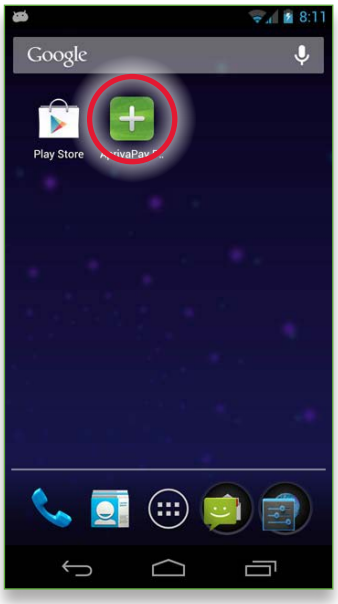




- Tap the Demo button to start AprivaPay Plus in demo mode.

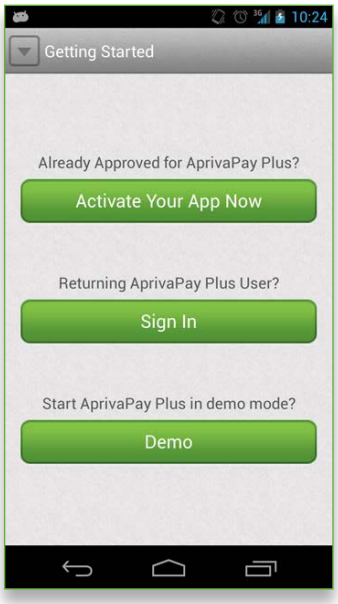
Activation & First Sign In

Once the app has been downloaded and installed, you will need to activate AprivaPay Plus and setup your password and security questions.

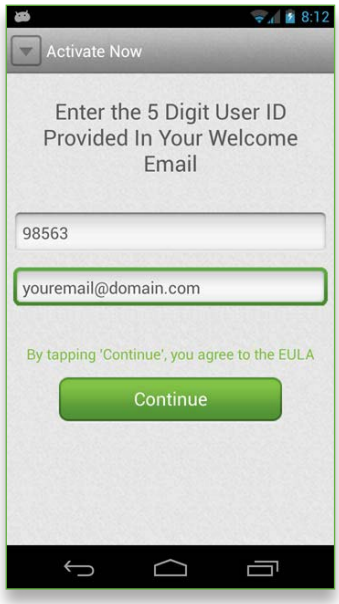


- Tap the AprivaPay Plus app icon.

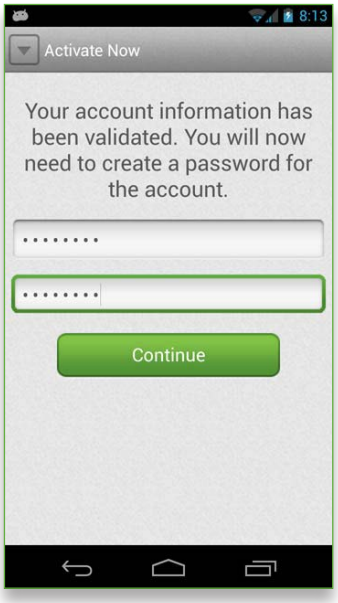
- Splash screen is displayed while loading.



- Tap *Activate Your App Now.*

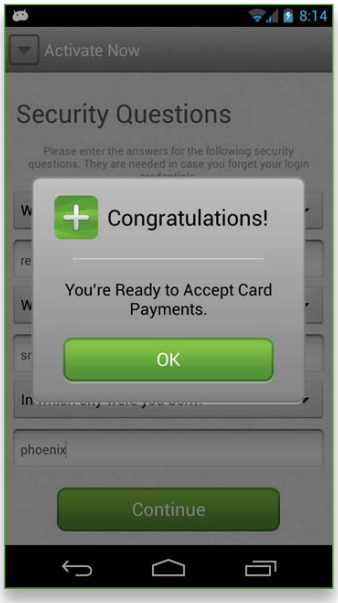

Activate Now
Enter the 5 Digit User ID Provided In Your Welcome Email
98563
youremail@domain.com
By tapping 'Continue', you agree to the EULA
Continue

- Enter the 5 Digit User ID provided in your Welcome Email and your Email address, and then tap *Continue*.

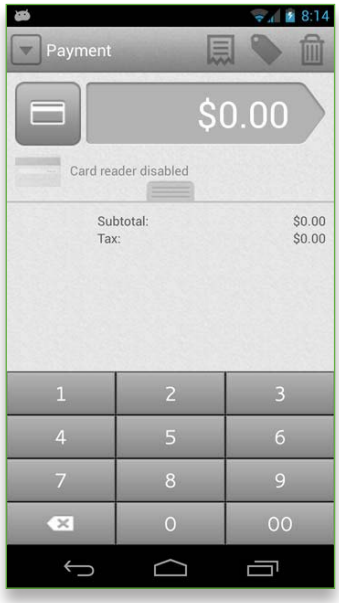

Activate Now
Your account information has been validated. You will now need to create a password for the account.
Continue

- Create a Password for your account, and then tap *Continue*.

- Select and answer 3 Security Questions, and then tap *Continue*.



- Tap *OK.*

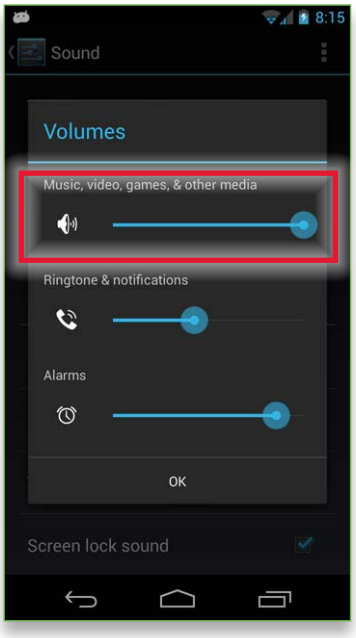


- Congratulations, you are now ready to Accept Card Payments.

Card Reader Setup

1. Before using the Rambler reader, turn the Media Volume of your device up to maximum level,

Please refer to your smart phone's user manual for more information on adjusting your device's volume levels.



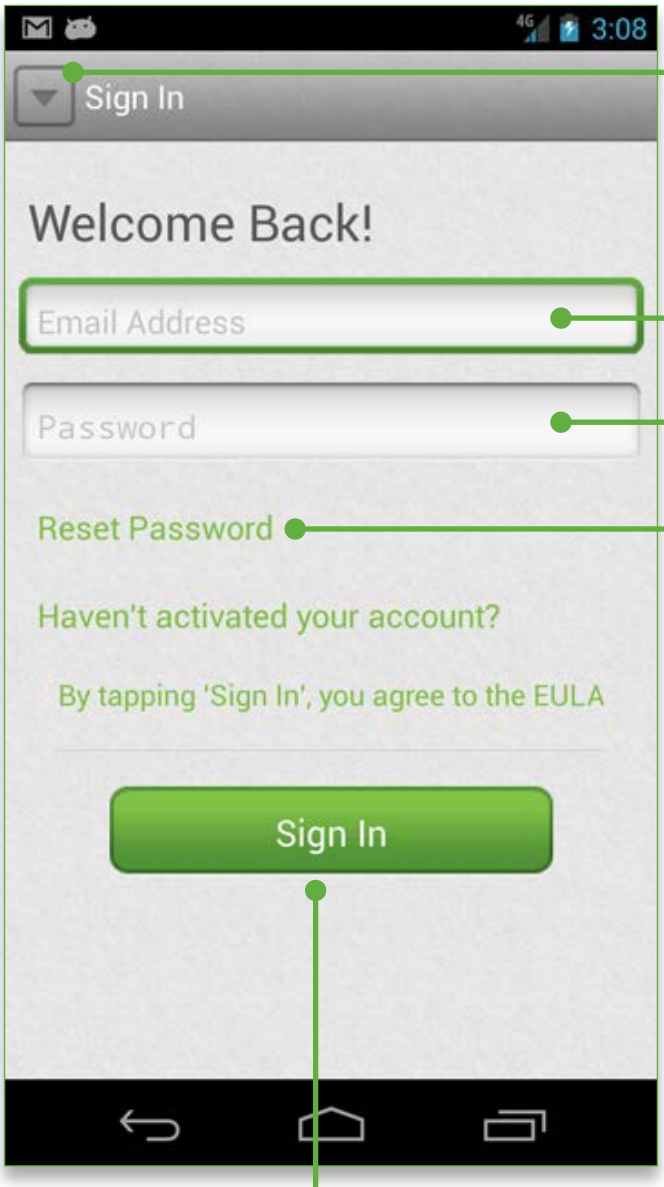
2. Insert the Rambler card reader into you device's headphone jack as shown below:

NOTE: Phone images are for reference only.

Reader Specifications

Color	Black
Dimensions Height	 0.7"
Width	1.9"
Length	1.9"
Weight	25 grams
Communications Ports	4 poles 3.5mm Audio Jack
Certifications	FCC, CE
Encryption Algorithm	TDES /AES
Key Management	Fixed / DUKPT
Power	Internal Lithium Battery 225mAH, 3.0V
Card Reader	Dual track (track 1 and 2) magnetic strip reader
Environment Operating Temperature Operating Humidity Storage Temperature: Storage Humidity:	 0 C – 55 C (32 F – 131 F) Maximum 95% -30 C – 70 C (-22 F – 158 F) Maximum 95%

Login Screen



Tap menu for help and support information

Username box

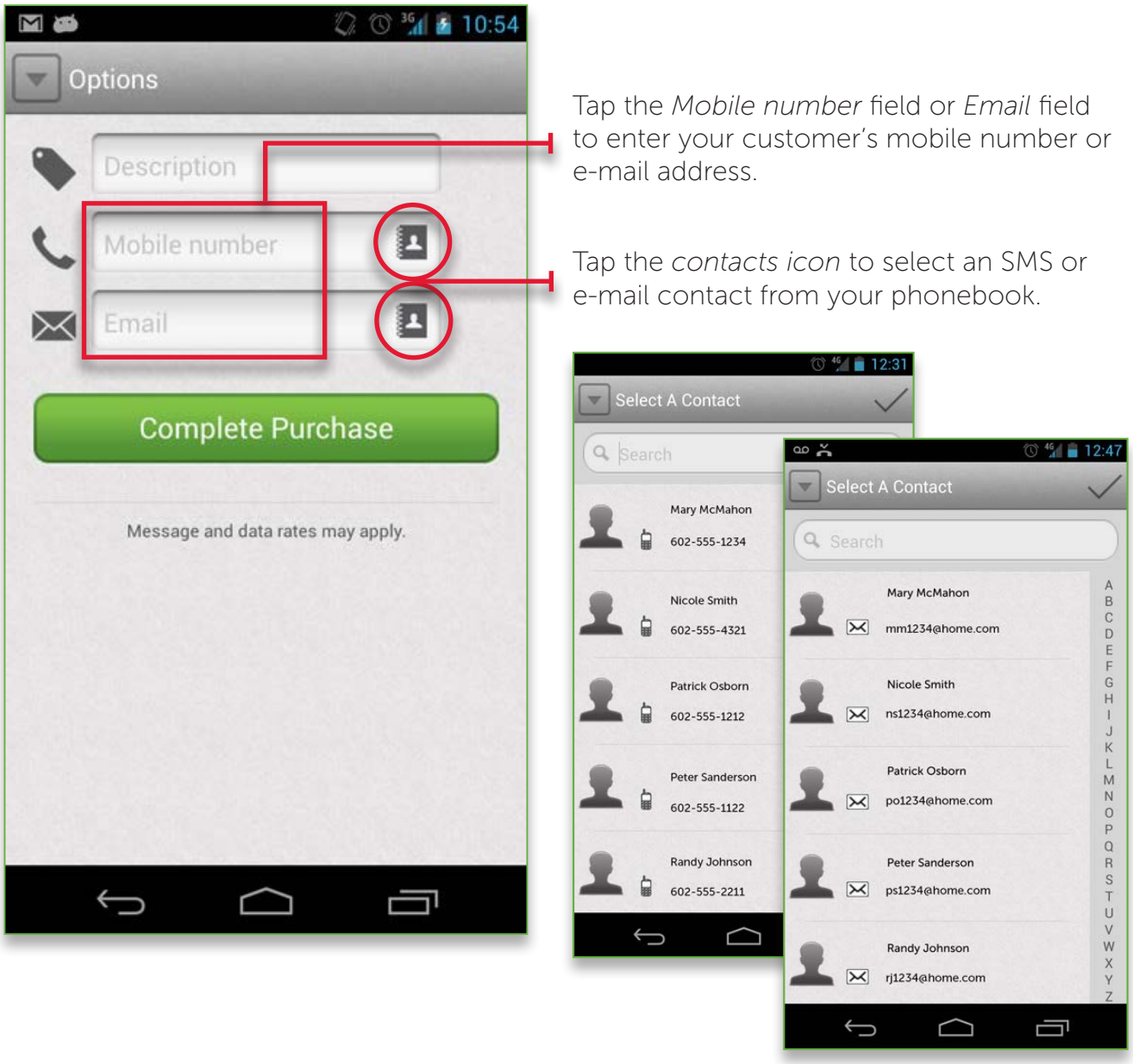
Password box

If you forget your password, use the Reset Password option

Tap Sign In after you enter your username and password

Customer Receipts

After completing transactions, you have the ability to send electronic receipts to your customer. You can send SMS receipts, e-mail receipts or both.

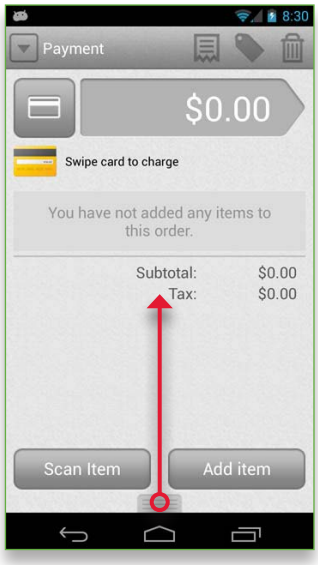


Tap the *Mobile number* field or *Email* field to enter your customer's mobile number or e-mail address.

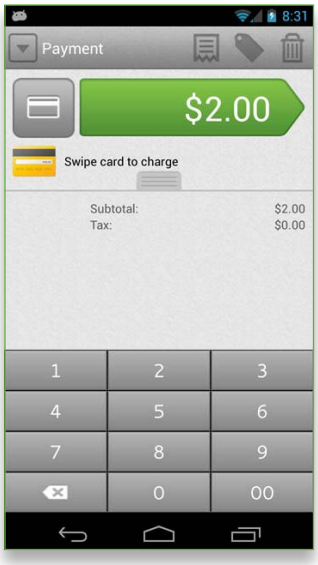
Tap the *contacts icon* to select an SMS or e-mail contact from your phonebook.

Take Payment - Quick Mode

Quick Mode is for merchants who do not wish to use inventory items within the app (See Items Mode if you would like to use inventory capabilities).

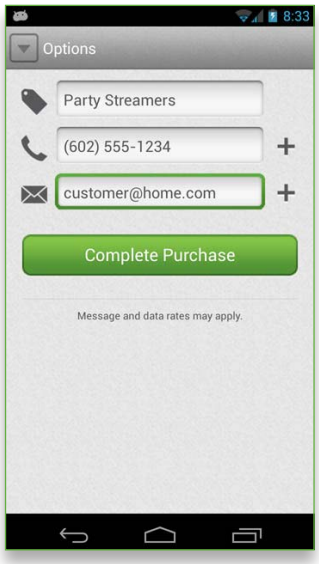


- Swipe the lower tab up to reveal the number pad.

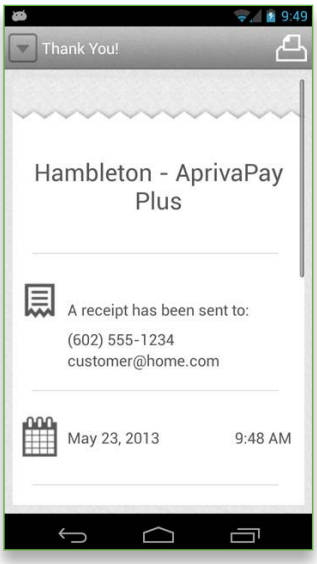


- Enter the transaction amount, and then swipe your customer's card.

- Ask customer to sign for the transaction.
- Tap Continue.



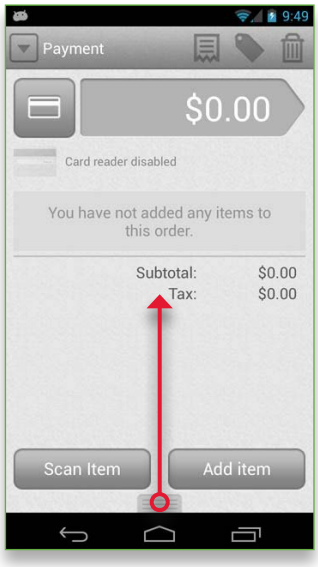
- Enter a description for the transaction (optional).
- Enter your customer's mobile phone number and/or e-mail address to send a receipt (optional).
- Tap Complete Purchase.



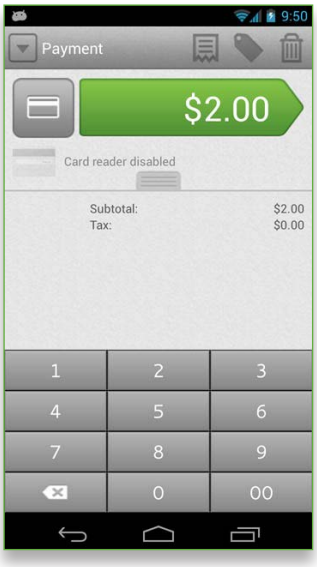
- Transaction receipt is displayed.
- Tap the printer icon to print to your Google Cloud Print account (optional).
- Tap Done at the bottom of the screen.

Take Payment - Manual Entry

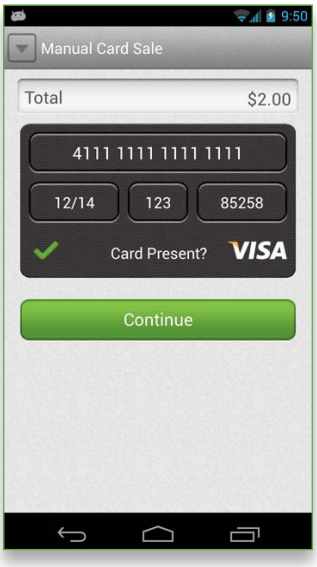
When you wish to take a payment but do not have your card reader with you, manual entry allows you to enter the customer's payment information by keying it in.



- Swipe the lower tab up to reveal the number pad.

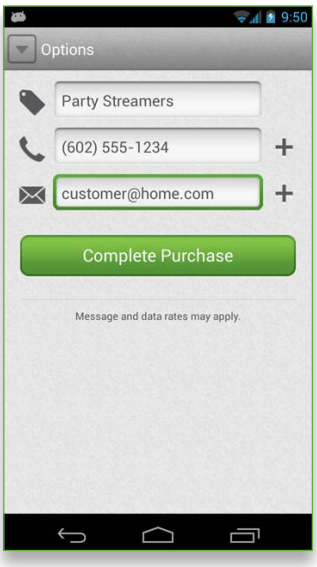


- Enter the transaction amount, and then tap the green button that displays the amount.

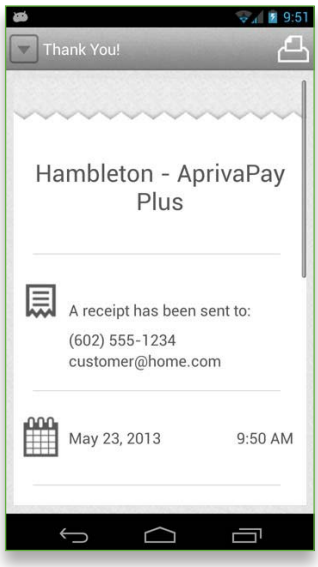


- If the customer's card is not present, deselect the card present option.
- Enter customer's card information, and then tap Continue.

- Ask customer to sign for the transaction.
- Tap Continue.



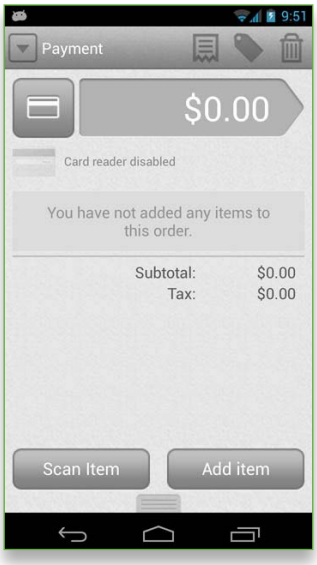
- Enter a description for the transaction (optional).
- Enter your customer's mobile phone number and/or e-mail address to send a receipt (optional).
- Tap Complete Purchase.



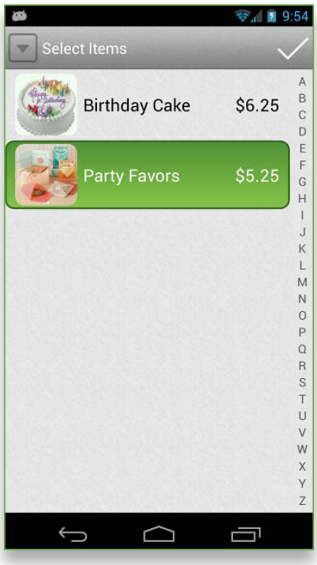
- Transaction receipt is displayed.
- Tap the printer icon to print to your Google Cloud Print account (optional).
- Tap Done at the bottom of the screen.

Take Payment - Items Mode

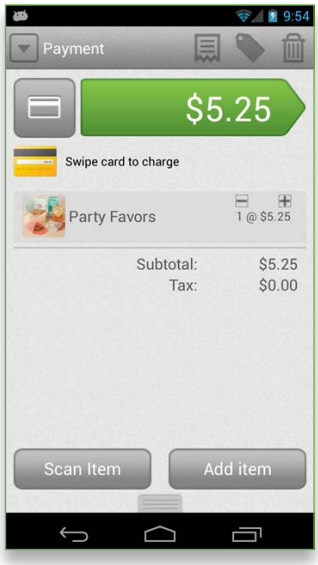
If you have your inventory items stored, you may begin a transaction by selecting the item rather than entering the amount.



- Tap Add item.
- Note: you may also use the Scan Item button to quickly scan the barcode of items to be purchased. Please see *Add Inventory Items* section for more information.

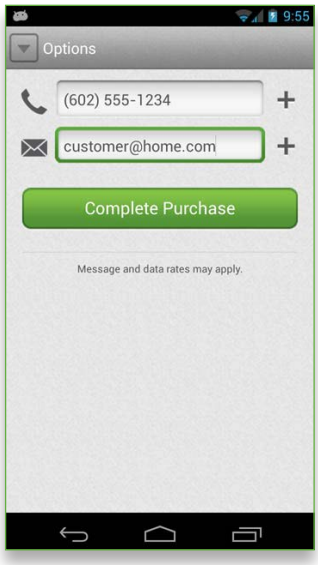


- Select items and then tap the check mark.

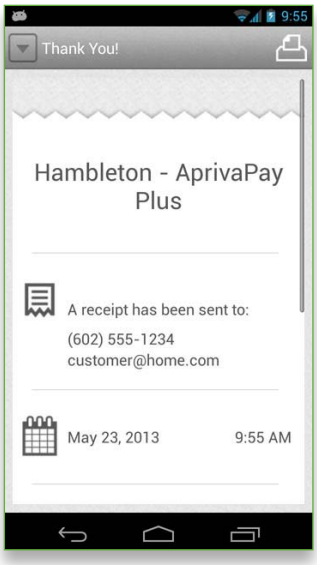


- Swipe customer's credit card.

- Ask customer to sign for the transaction.
- Tap Continue.



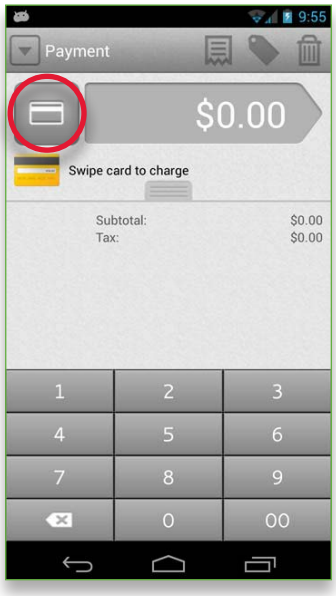
- Enter your customer's mobile phone number and/or e-mail address to send a receipt (optional).
- Tap Complete Purchase.



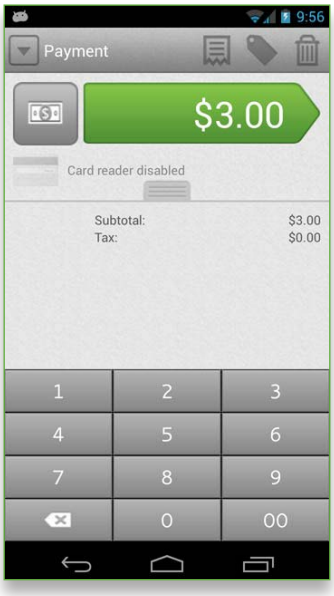
- Transaction receipt is displayed.
- Tap the printer icon to print to your Google Cloud Print account (optional).
- Tap Done at the bottom of the screen.

Take Payment - Cash Transaction

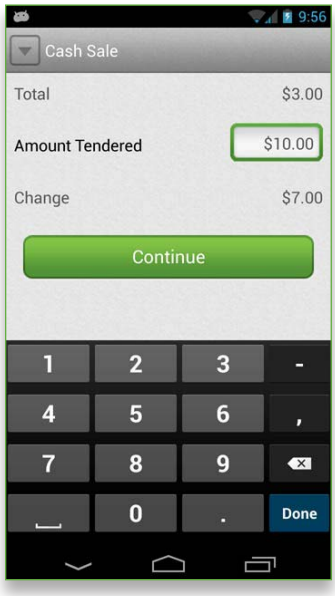
If all or part of your sales are by cash, you can track your cash transactions for a complete picture of your overall sales.



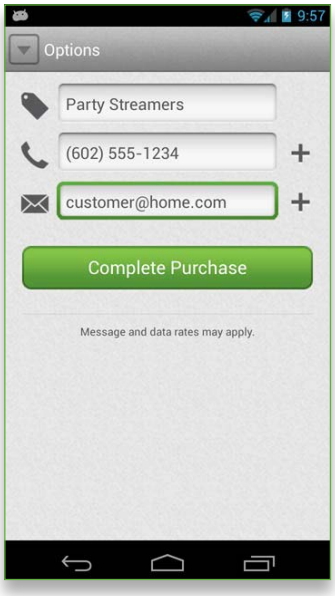
- Tap the card icon.



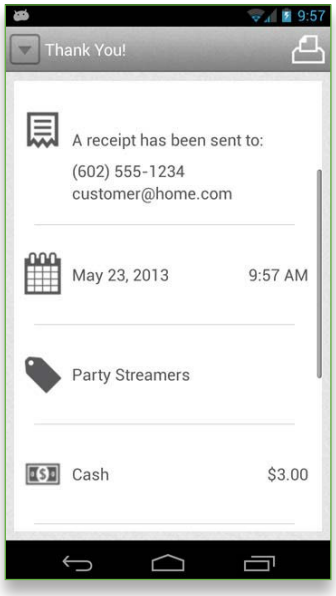
- Enter the transaction amount, and then tap the green button that displays the amount.



- Enter the Amount Tendered, and then tap Continue.

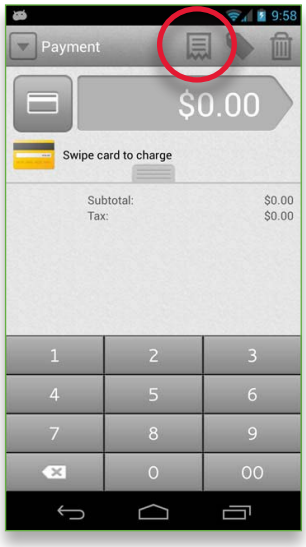


- Enter a description for the transaction (optional).
- Enter your customer's mobile phone number and/or e-mail address to send a receipt (optional).
- Tap Complete Purchase.

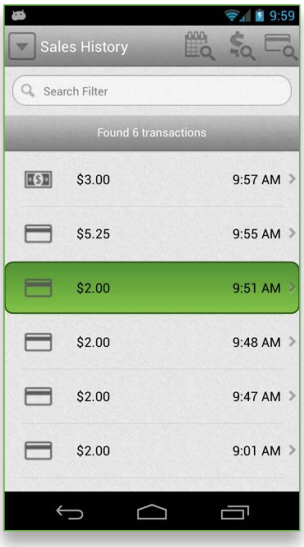


- Transaction receipt is displayed.
- Tap the printer icon to print to your Google Cloud Print account (optional).
- Tap Done at the bottom of the screen.

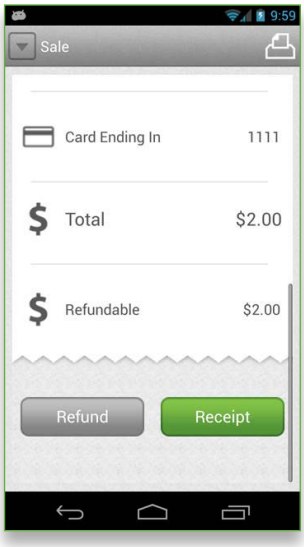
Sales History - Issue Refund



- Tap the Receipt icon.

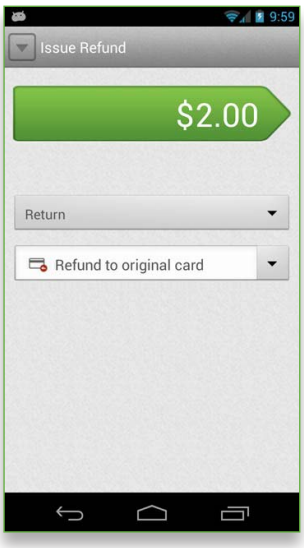


- Search/Locate the transaction to Refund.

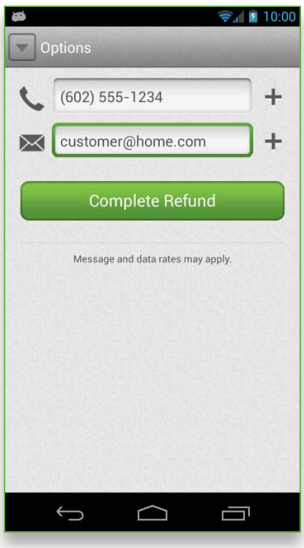


- Scroll to the bottom of the receipt, and then tap Refund.

- Enter your password, and then tap Continue.

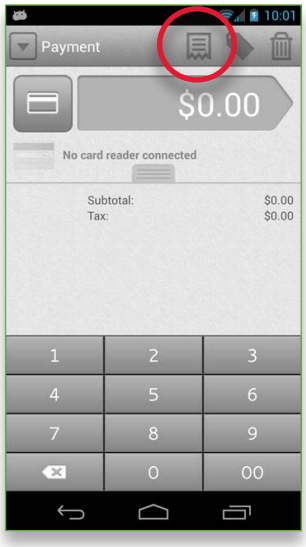


- Select a reason for the refund.
- Select to refund to the original card, or to a new card. If you choose a new card, you will be required to enter the new card information.
- Tap the green button that displays the amount.

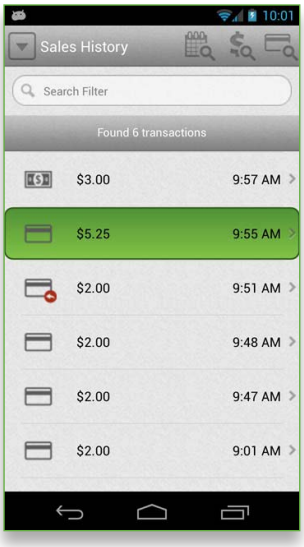


- Enter your customer's mobile phone number and/or e-mail address to send a receipt (optional).
- Tap Complete Refund.
- When the receipt is displayed, tap Done at the bottom of the screen.

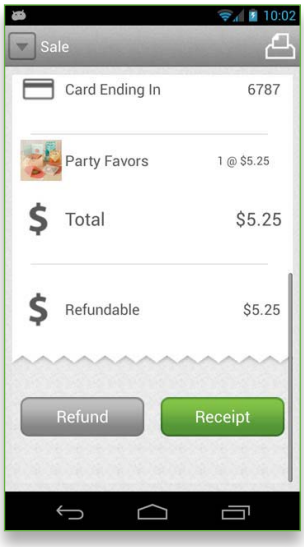
Sales History - Resend Receipt



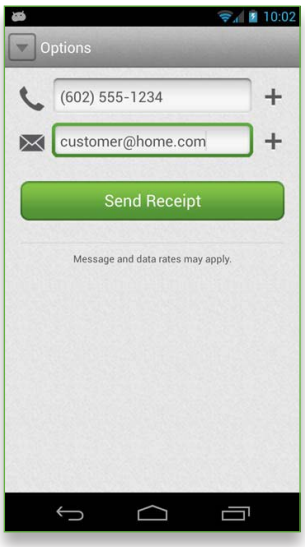
- Tap the Receipt icon.



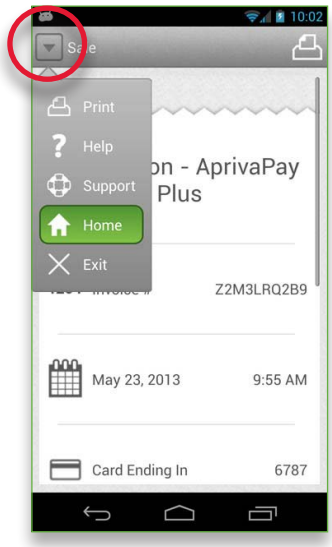
- Search/Locate the transaction to Resend the receipt.



- Scroll to the bottom of the receipt, and then tap Receipt.

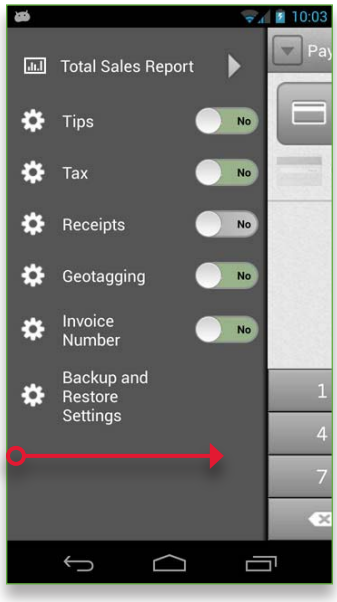


- Enter your customer's mobile phone number and/or e-mail address to send a receipt (optional).
- Tap Complete Refund.
- When the receipt is displayed, tap Done at the bottom of the screen.

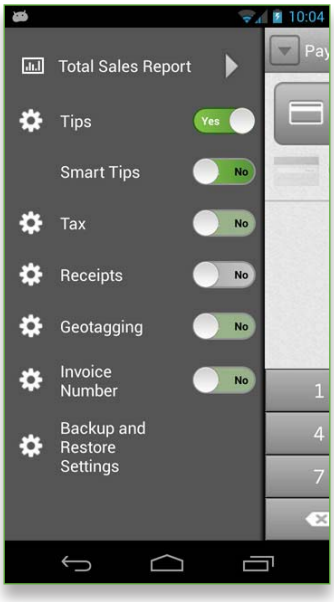


- When the receipt is displayed, tap the menu icon, and then tap Home.

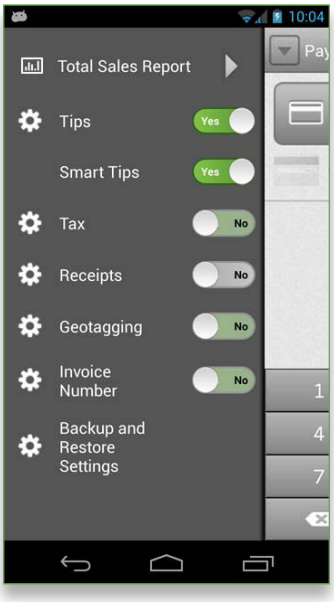
Settings - Tips



- Swipe the payment screen from left to right to reveal the Settings.

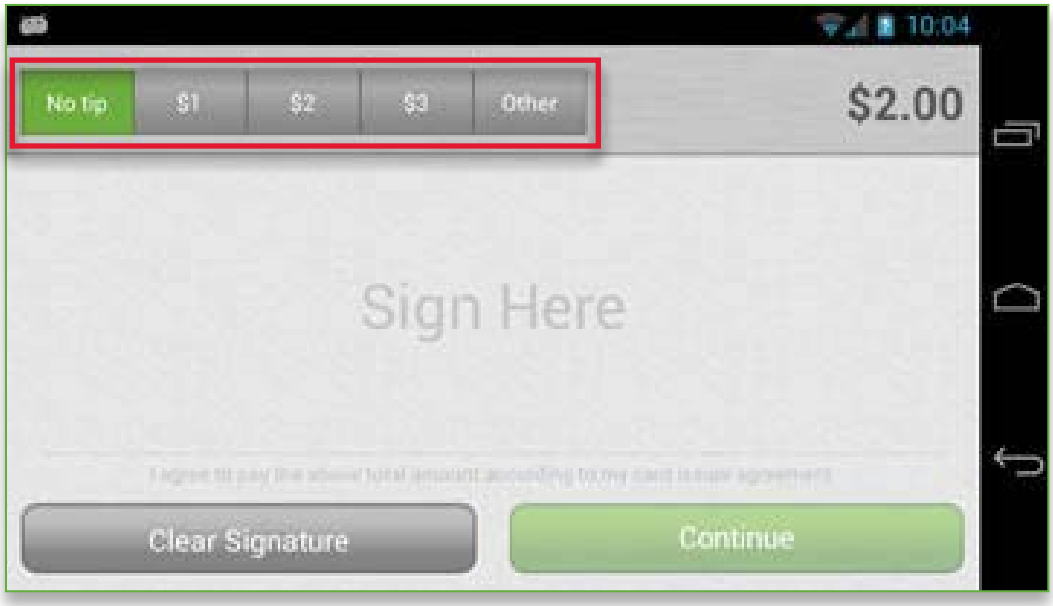


- Turn Tips on or Off using the slider. By enabling tips, your customers can select a percentage to add a gratuity to their purchase.

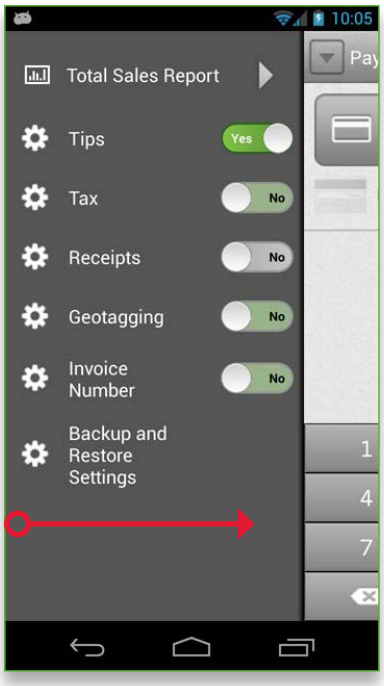


- Additionally, you may enable smart tip amounts that allow your customers to tip using whole dollar amounts for purchases below $10.

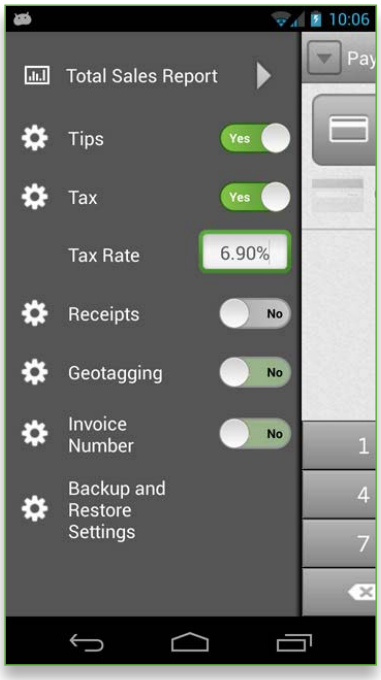
Tip Prompt



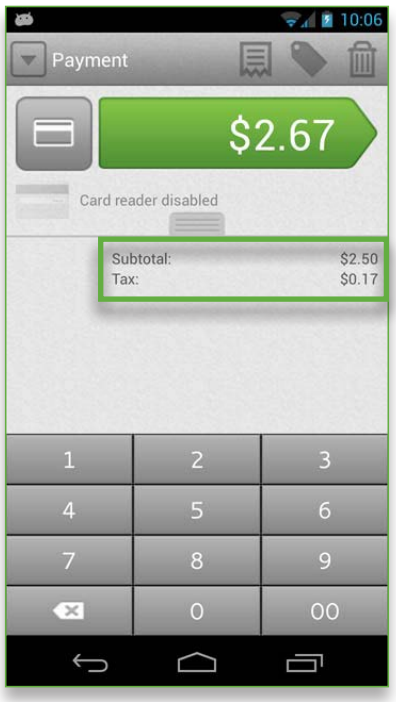
Settings - Tax



- Swipe the payment screen from left to right to reveal the Settings.

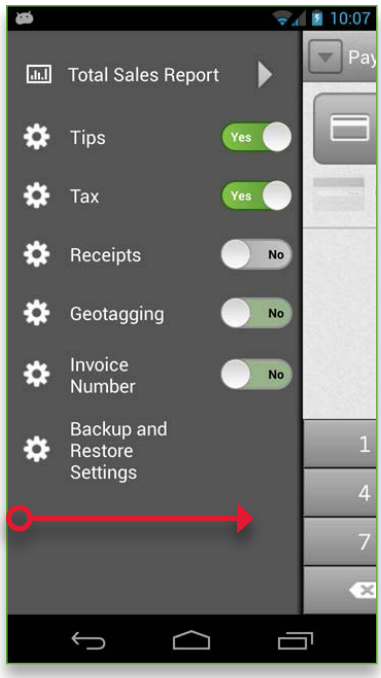


- Turn Tax on with the Tax slider and key in the desired Tax Rate.

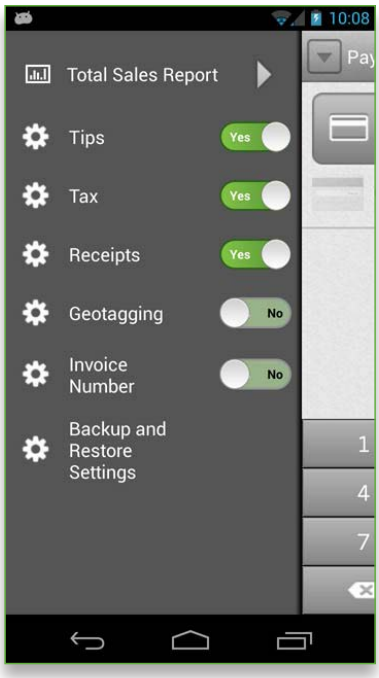


- When taxes are enabled, the sales amount is automatically adjusted during the transaction.

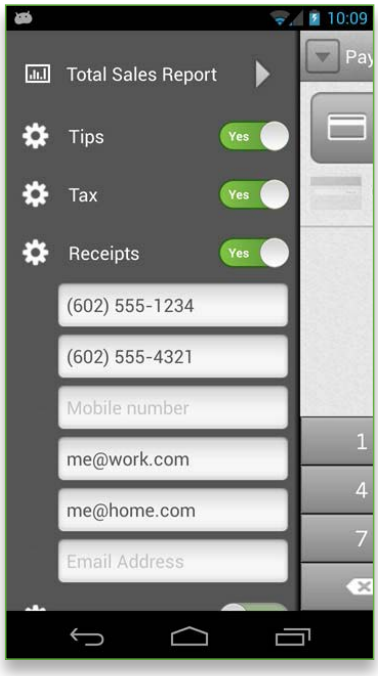
Settings - Receipts



- Swipe the payment screen from left to right to reveal the Settings.

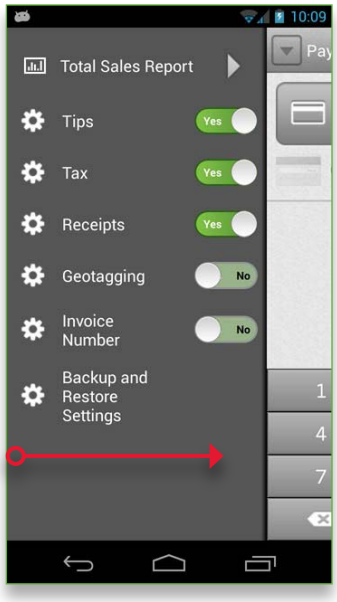


- Turn Receipts On or Off using the Receipts slider.

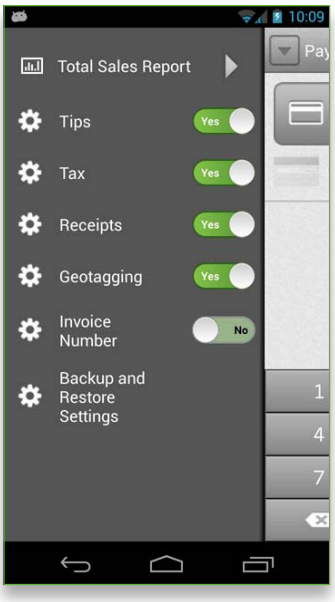


- Enter up to 3 Mobile Numbers and 3 Email Addresses that will automatically receive electronic copies of transaction receipts.

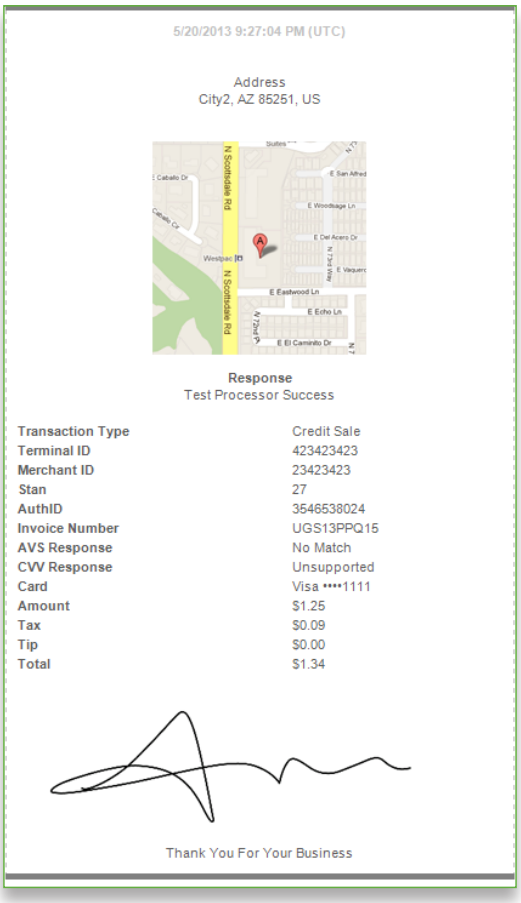
Settings - Geotagging



- Swipe the payment screen from left to right to reveal the Settings.

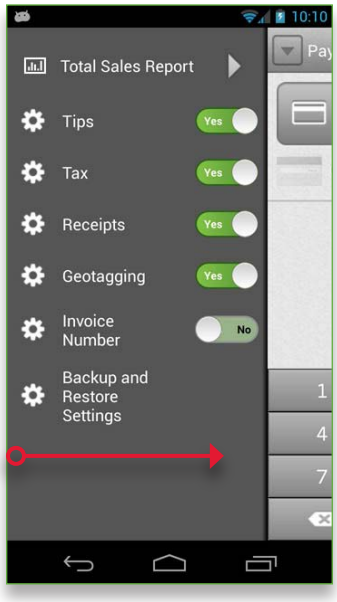


- Turn Geotagging On or Off using the Geotagging slider.

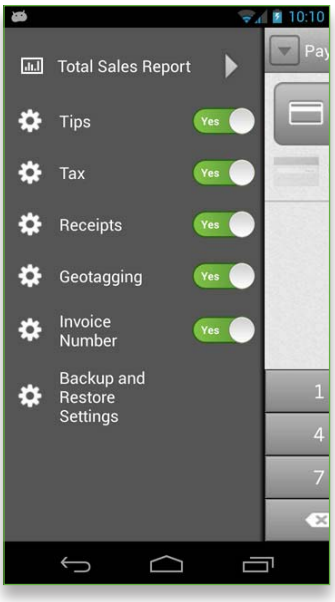


- When Geotagging is enabled, a map is displayed on the electronic receipt where the transaction took place.

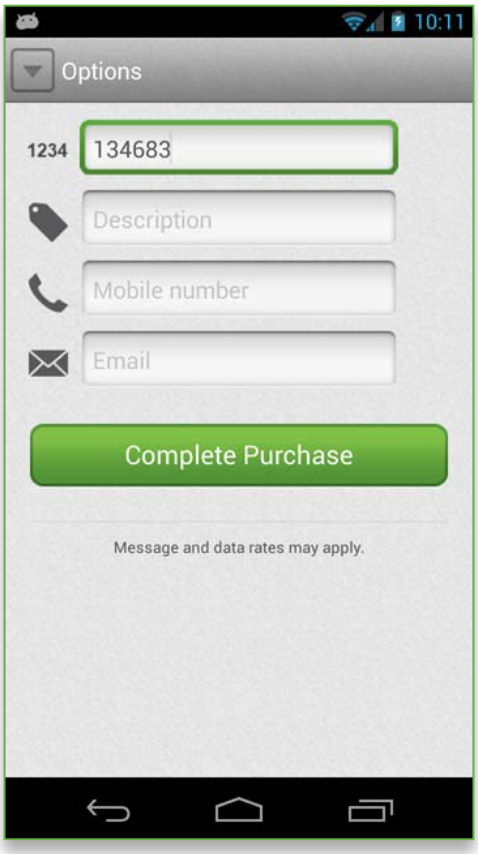
Settings - Invoice Number



- Swipe the payment screen from left to right to reveal the Settings.

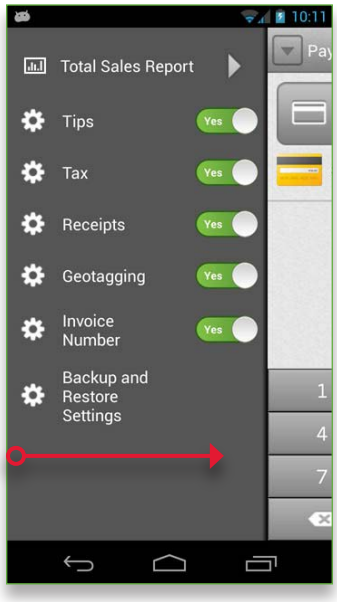


- Turn Invoice Number On or Off using the Invoice Number slider.

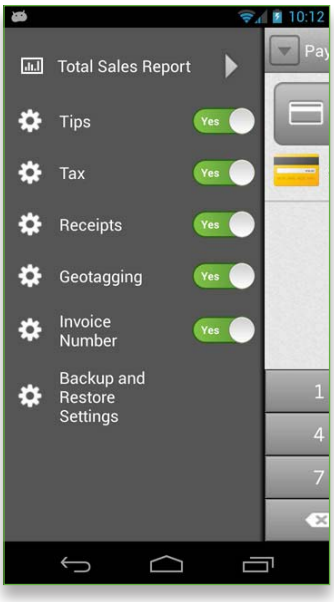


- When Invoice Number is enabled, you will have the ability to enter an invoice number for each transaction.

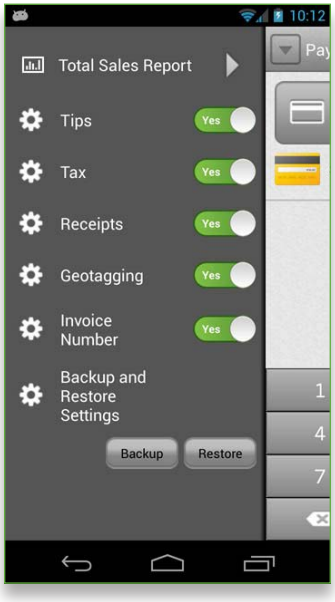
Backup Settings



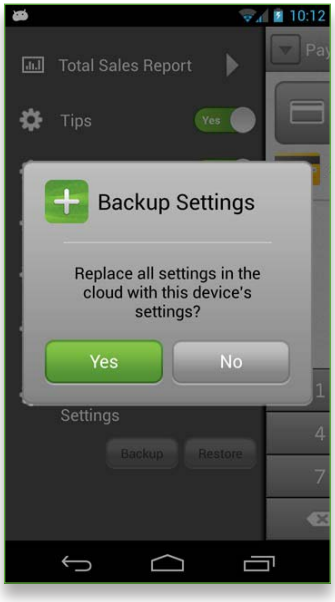
- Swipe the payment screen from left to right to reveal the Settings.



- Tap Backup and Restore Settings.

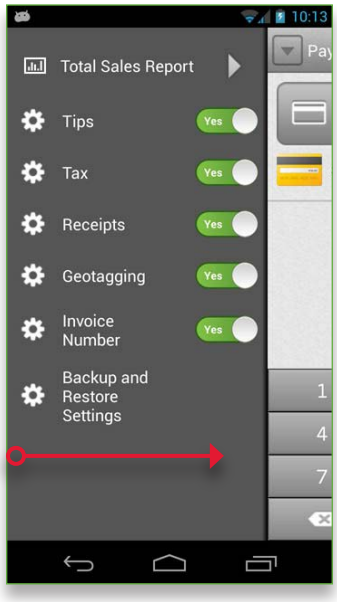


- Tap Backup.

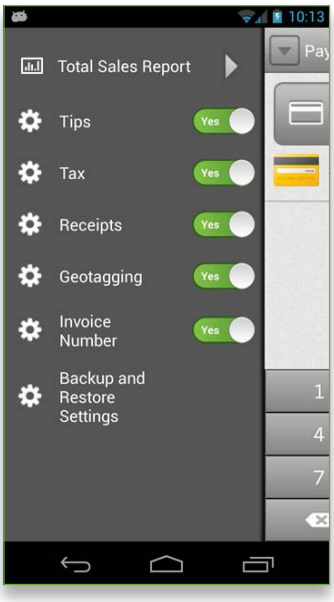


- Tap Yes to back up your settings to the Cloud.

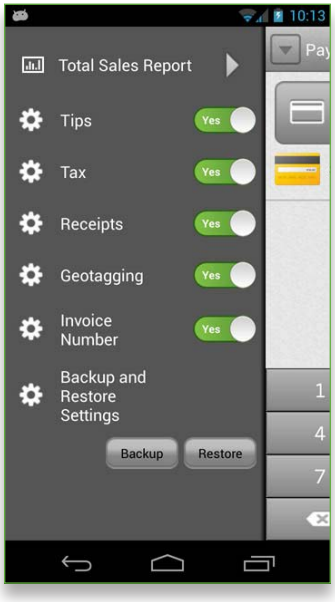
Restore Settings



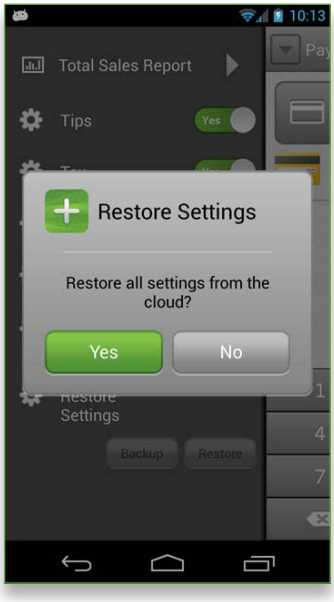
- Swipe the payment screen from left to right to reveal the Settings.



- Tap Backup and Restore Settings.



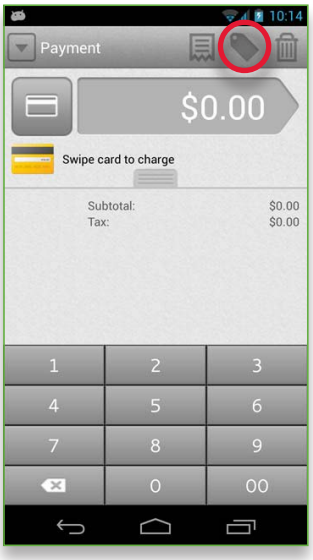
- Tap Restore.



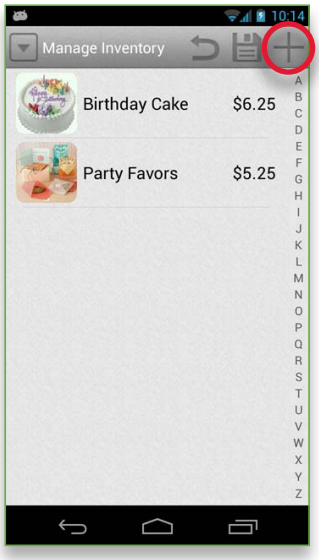
- Tap Yes to restore your settings from the Cloud.

Add Inventory Items

AprivaPay Plus allows you to store information about your inventory including item name, photo, price, and bar code.



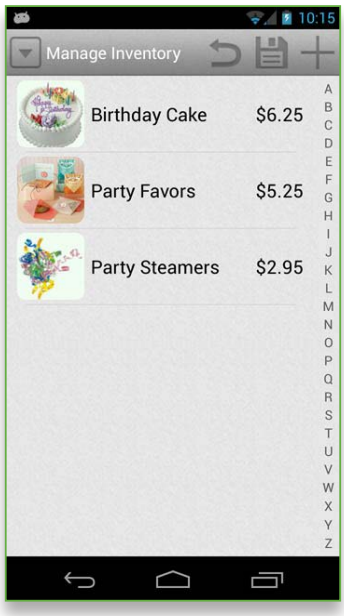
- Tap the Inventory icon.



- Tap the (+) icon.

- Enter desired item information.
- To take a picture of your item to include in your list, touch the 'Tap to add an image' icon and use your phone's own camera to take a picture and add it to the space provided.
- As an option, you may also use the barcode scanner feature included in the app. Simply tap the Scan Item button at the bottom left. An area will pop up to allow you to take a picture of the bar code on your item (if you have one) using your device's camera and add it to your items list

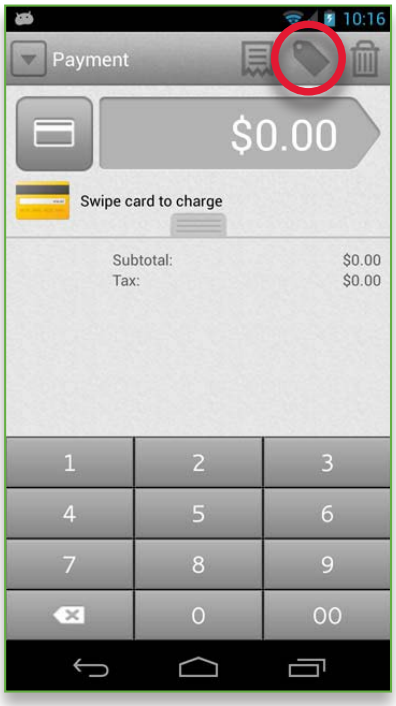
- Tap Create.



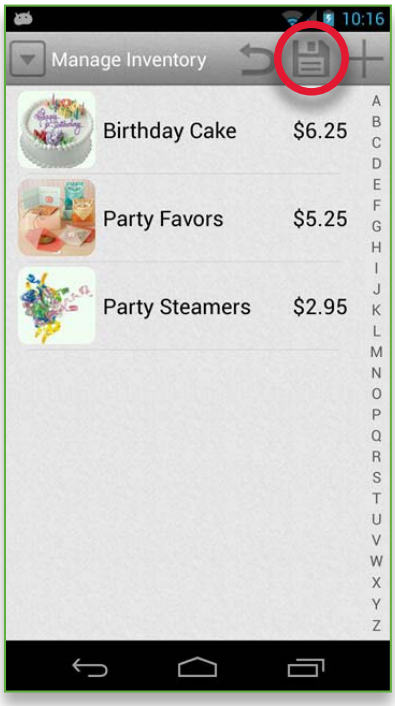
- The inventory item is displayed alphabetically on the Manage Inventory screen.

Inventory Cloud Backup

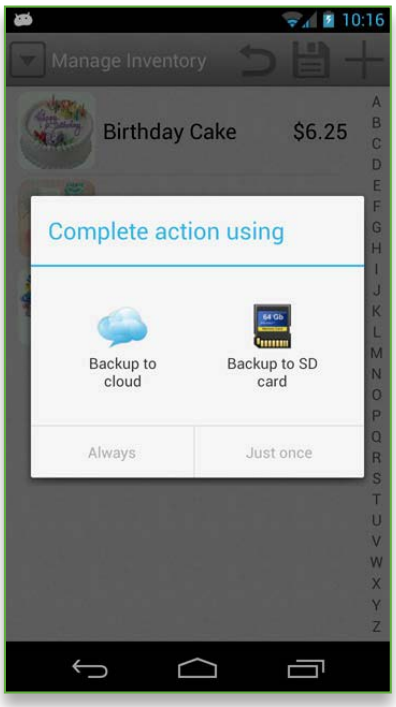
You have the ability to back up inventory items you have saved as a safeguard in the event your smart device fails. (see Inventory Restore next page)



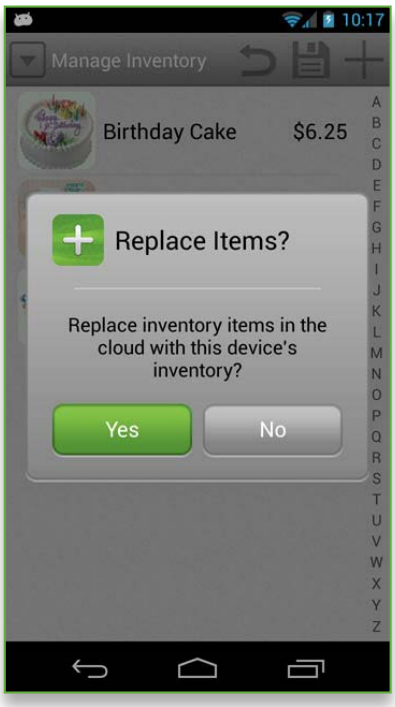
- Tap the Inventory icon.



- Tap the disk icon.



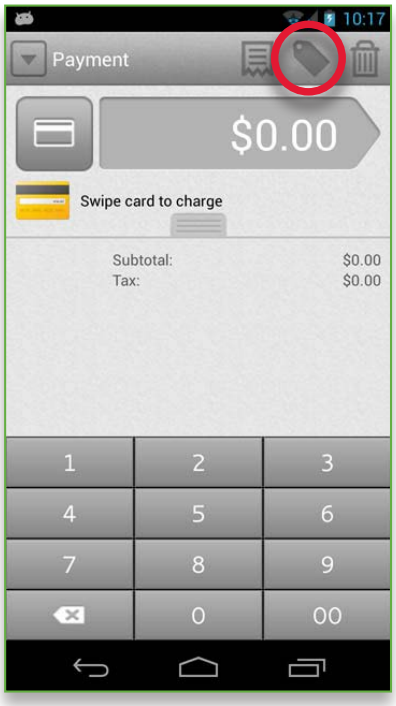
- Tap Backup to cloud.



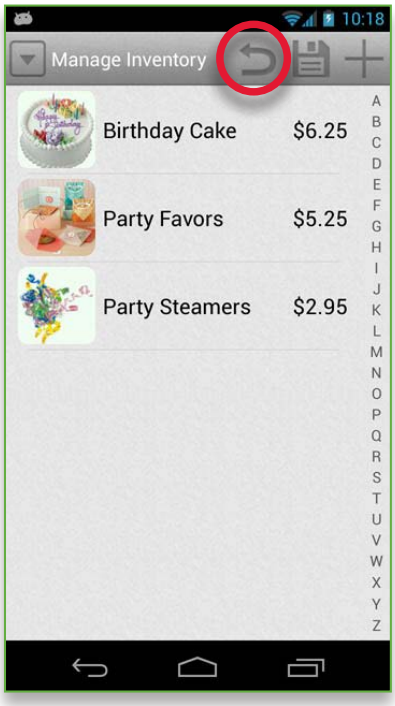
- Tap Yes.

Inventory Cloud Restore

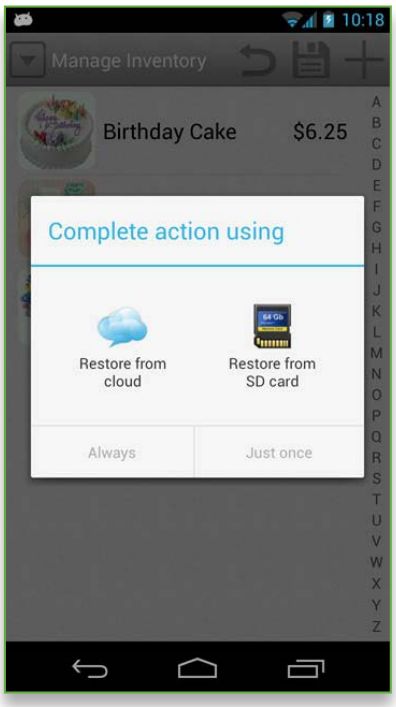
You have the ability to restore inventory items that you have saved to the Cloud or from the SD card on your Android device.



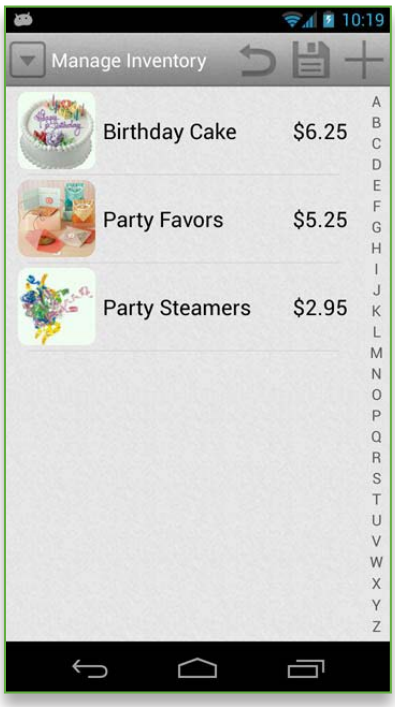
- Tap the Inventory icon.



- Tap the restore icon.

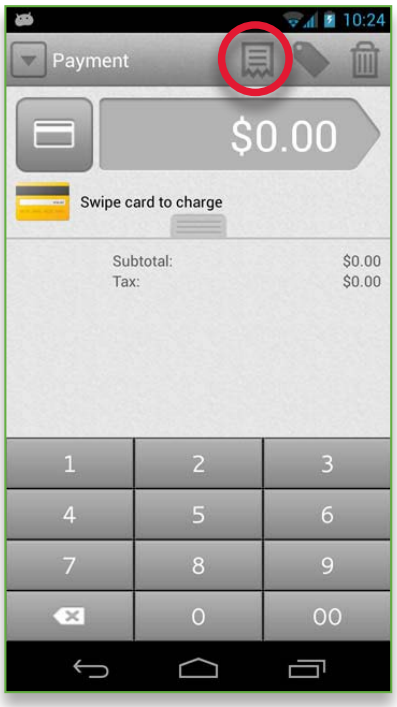

10:18
Manage Inventory
Birthday Cake
$6.25
Complete action using
Restore from cloud
Restore from SD card
Always
Just once
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

- Tap Restore from cloud.

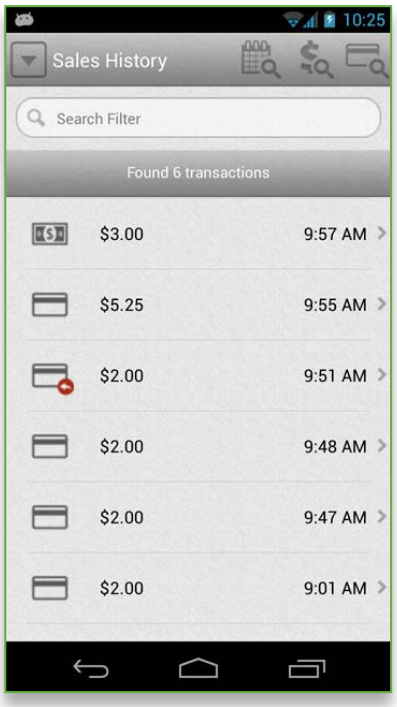


Sales History

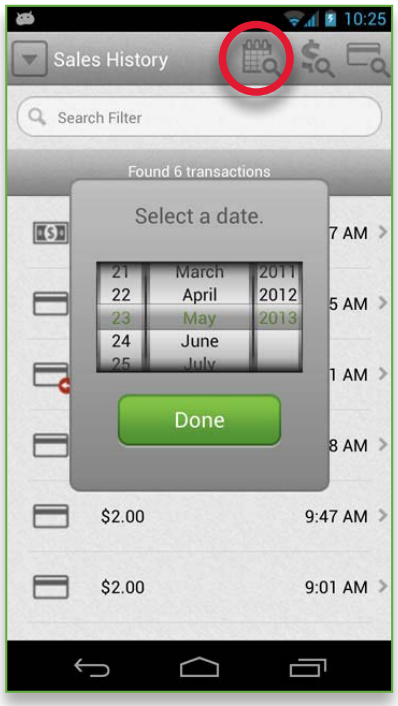
AprivaPay Plus allows you to search and view your transaction history.



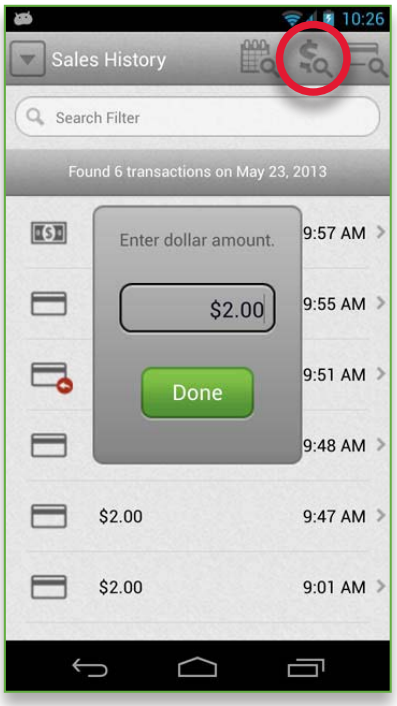
- From the Home Screen, tap the Sales History icon.



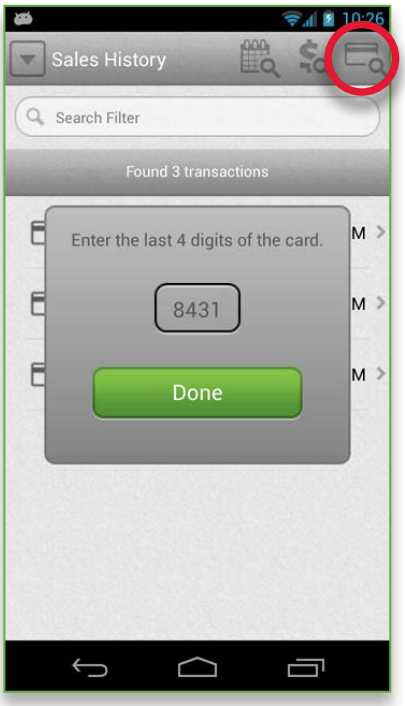
- The system displays the Sales History Screen.



- Tap the calendar icon to search by date.



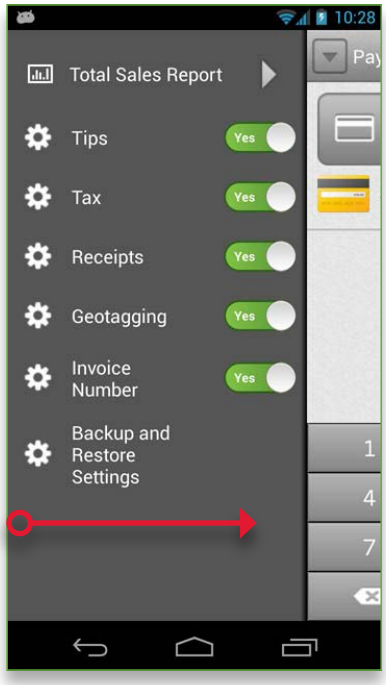
- Tap the dollar icon to search by dollar amount.



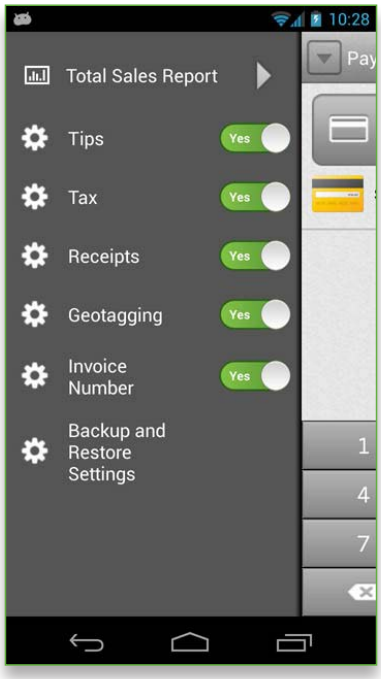
- Tap the card icon to search by last 4 of a card number.

Total Sales Report

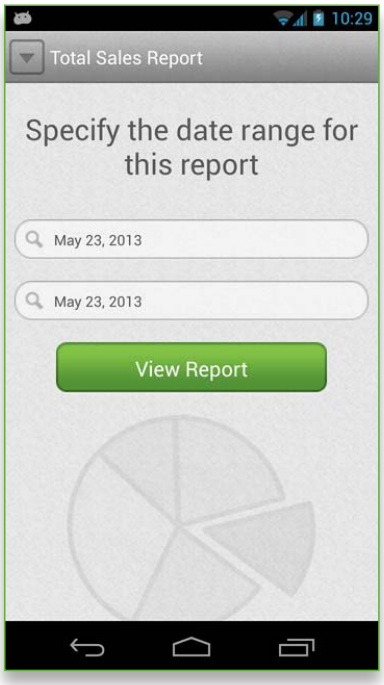
AprivaPay Plus allows you to view a Total Sales Report by date range that displays all of your sales summarized by Credit, Cash, Tax and Tips. This report can then be emailed to a recipient of your choice.



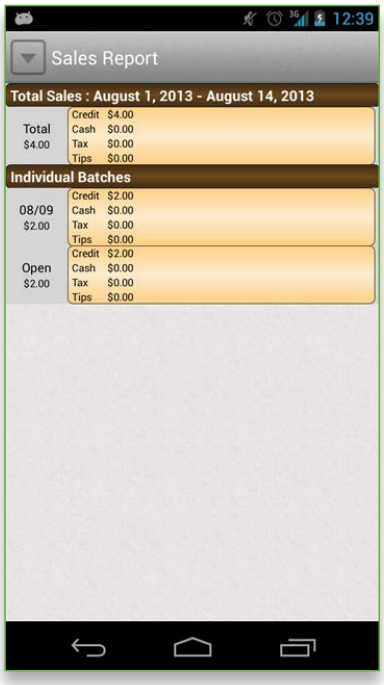
- Swipe the payment screen from left to right to reveal the Settings.



- Tap Total Sales Report.

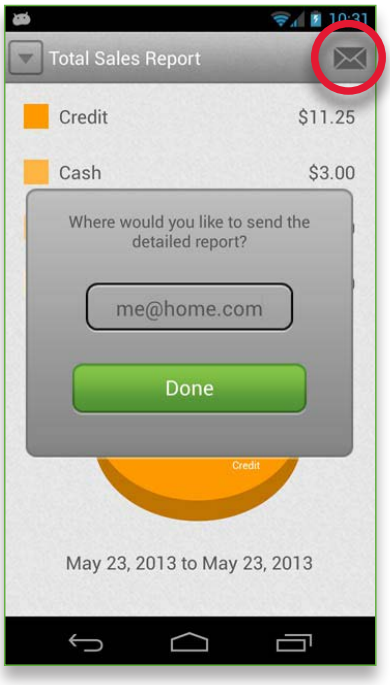


- Select the desired start and end date for the report.



- Select a date to view a graph of your sales.

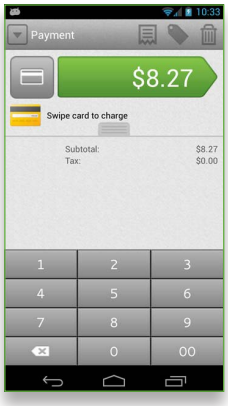
- The app displays the Total Sales Report.



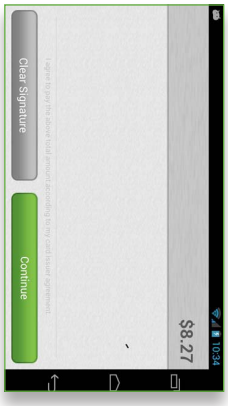
- Tap the email icon to email the report to a specified email address, and then tap Done.

Partial Authorization

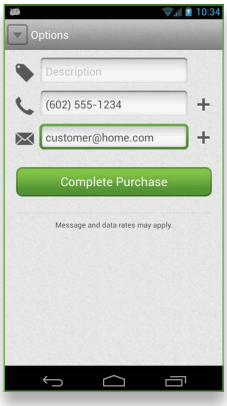
A partial authorization partially approves a transaction if a cardholder does not have enough credit on their credit card to cover the transaction amount. You may then allow the cardholder to pay the remaining balance owed with another card or cash. Note: This is completed in two separate transactions. The first transaction for the approved amount and a second transaction for the remaining balance.



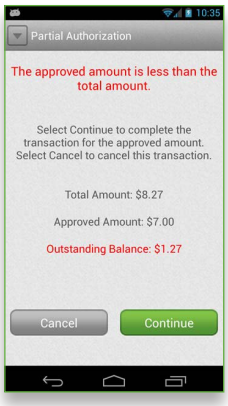
- Enter Sale Amount, and then swipe your customer's card.



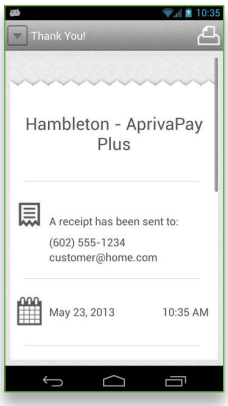
- Ask your customer to sign for the transaction, and then tap Complete Purchase.



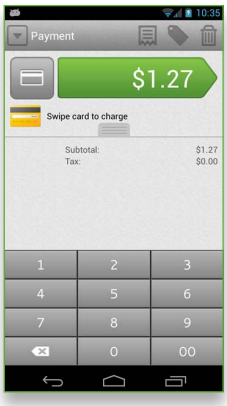
- Enter customer phone number, e-mail or both, and then tap Send Receipt.


Partial Authorization
The approved amount is less than the total amount.
Select Continue to complete the transaction for the approved amount. Select Cancel to cancel this transaction.
Total Amount: $8.27
Approved Amount: $7.00
Outstanding Balance: $1.27
Cancel
Continue

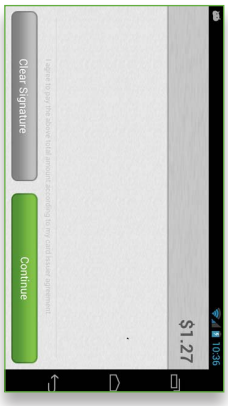
- Tap Continue.



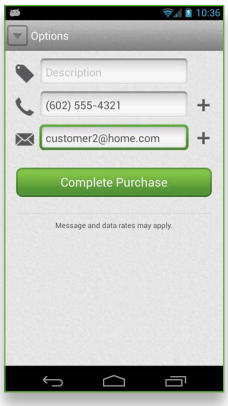
- Tap Done at the bottom of the receipt screen.



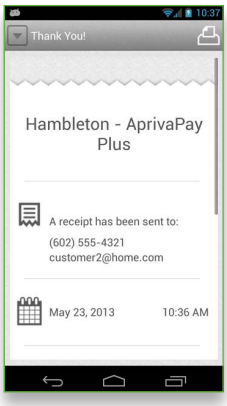
- Enter the remaining Sale Amount, and then swipe your customer's alternate card.



- Ask your customer to sign for the transaction, and then tap Complete Purchase.



- Enter customer phone number, e-mail or both, and then tap Send Receipt.



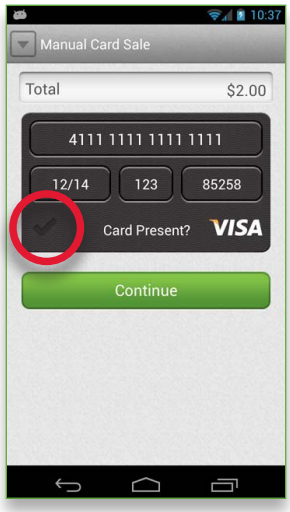
- Receipt is displayed.
- Scroll down and tap Done.

Special Prompting

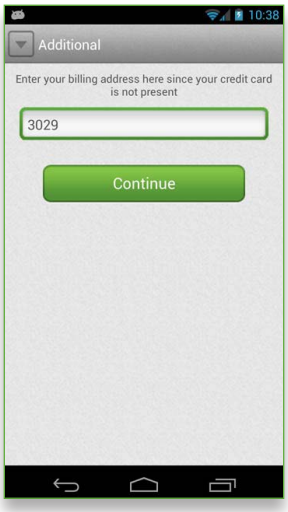
Some transactions will require you to enter additional information prior to processing:

AVS (Address Verification)

Whenever you process a sale with the card not present, you will be prompted to enter the house number of your customer's address.



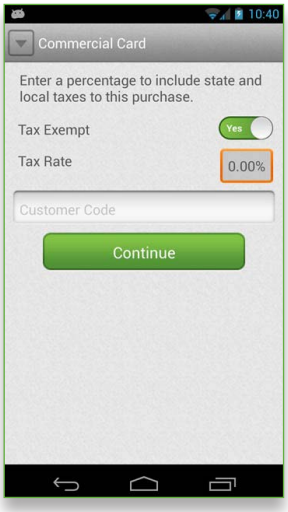
- If the customer's card is not present, de-select the Card Present option.



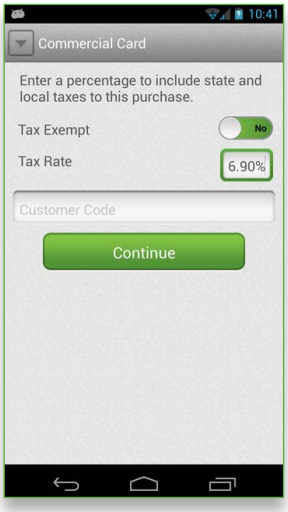
- Enter the house number of your customer's address on the Additional Info screen, and then tap Continue.

Commercial Cards

If a customer uses a purchase card for a transaction, you may be prompted to enter Tax and Customer Code information:



- Change Tax Exempt to No.



- Enter a tax rate and your customer's customer number, and then tap Continue.